

**Job Description:** MPF Retail Sales Team Member

- Works in Garden Center/Farm Market Store
- Greets visitors in a warm and friendly manner and assists when needed
- Arrives to work on time, follows dress code, and demonstrates excellent personal hygiene
- Demonstrates appropriate Procedures on POS, including credit card sales, making change, gift card transactions and returns/exchanges
- Answers phone and able to direct to appropriate department
- Answers phone and takes required information for orders and email messages
- Assists in entering/pricing new inventory
- Creates and moves retail displays
- Assists in prep and distribution of CSA items
- May be asked to help with duties in the greenhouse including, but not limited to stocking, and pulling orders
- May be asked to help with duties in the warehouse including, but not limited to, cleaning up prep areas, prepping produce displays, stocking inventory
- May be asked to help with outdoor displays
- May be asked to help with outdoor events and activities
- Will assist with opening and closing procedures
- Will follow general housekeeping procedures and schedules
- May be asked to help in additional areas of the Garden Center/Farm Market if necessary

**Minimum Qualifications:**

- High school diploma or equivalent preferred. Fluent in the English language (speaking, reading and writing)
- Able to work as part of a team and follow instruction from supervisors and management
- Flexible schedule - available day, evening and weekend hours
- Follows food safety expectations

**Dress Code:** No open-toed shoes. MPF shirt or pin required. Shorts must go mid-thigh.

**Physical Requirements:** Bending, standing for extended periods of time, transporting up to 50lbs., using a ladder or stepstool, pushing and pulling. Adaptable to various work environment temperatures.